

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Instructor/ Assessor - Dental Nursing	Post Number:	LC0556P
Daily Supervision:	Training and Skills Lead – Service Industries	Grade:	Support Scale 5/6
Department:	Employer Provision	Last Updated:	February 2022

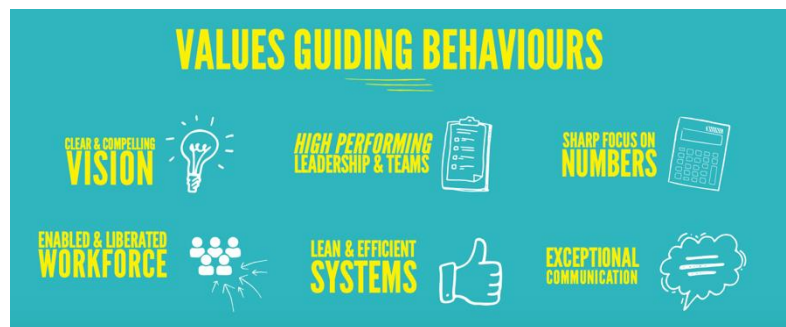
Our Vision: LC0556P

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

Our Cornerstones of Success & Values Guiding Behaviours:



Job Purpose:

To be responsible for the work-based assessment, supervision, tuition and assessment of students according to the requirements of the Dental Nurse programmes.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To conduct on site work-based assessments and reviews in line with college and awarding body organisation procedures, up to Level 3.
2. To support student learning through observation, assessment, instruction, guidance and other appropriate means.
3. To plan, develop and deliver assessment and training on Oral Health / Dental programmes.
4. To liaise with the Training & Skills Lead and ensure learning outcomes are met in a timely manner.
5. To be actively involved in all aspects of student recruitment.
6. To provide appropriate guidance to learners when selecting courses both initially and as progression.
7. To be responsible for the supervision, tuition, review and assessment of learner performance, according to the requirements of the programme.
8. To complete and maintain student records, electronic portfolios and other paperwork connected to learner programmes in line with college and awarding organisation procedures.
9. To undertake relevant professional development to stay abreast of changes to curriculum and so maintain professional standards and expertise.
10. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
11. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
12. To maintain quality standards appropriate to the post.
13. To conform with the Health and Safety requirements relevant to the post.
14. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	You will possess a C&G 6502 Level 3 Award in Education and Training (previously PTLLS) or equivalent qualification, or the ability and willingness to obtain this within 2 years (4 years for fractional posts) of commencing employment	A/I
2	A minimum Level 3 qualification in Dental Nursing	A/I
3	Assessor and Verifier Award or the ability and willingness to obtain this within 2 year (4 years for fractional posts) of commencing employment	A/I
4	GCSE (or equivalent) in English and Maths at grade C or above	A/I

	Skills/Abilities – Interpersonal	PSM
5	The ability to work in a non-discriminatory manner	A/I
6	The ability to respond to the individual learning needs of students taking into account additional measures that may need to be put in place to support achievement	A/I
7	The ability to support students undertaking a range of dental nursing qualifications including Apprenticeships to achieve in a timely manner in line with college deadlines	A/I
8	The ability to plan, organise and carry out on-site assessment in a dental practice	A/I/T

	Experience	PSM
9	Recent vocational experience in a dental practice	A/I
10	Experience of preparation, delivery and work-based assessment of dental nursing qualifications	A/I/T

	Work Related Circumstances	PSM
11	The ability and willingness to undertake relevant staff development	A/I

	Skills/Abilities - Other	PSM
12	Appropriate level of IT skills to undertake relevant duties, e.g. Word and PowerPoint or the willingness and ability to undertake relevant training.	A/I
13	Responsibility for the safeguarding and promoting the welfare of children wherever applicable.	A/I
14	Ability to travel to various geographical locations.	A/I

Prepared By:	N Hullett
Date:	February 2022

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test